

ECLIPSE

Curriculum Mapping Software

USER'S MANUAL

This document is also available on the common drive
E:/COMMON/Curriculum-Instruction-Assessment/eclipse

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TIPS

- Login to a computer work station. Open this manual located in the E drive. Shrink the screen using this button in the upper right corner:
- Then, access the Eclipse website, and move from one to the other. This manual contains links that you can access for more help along the way.



THINGS TO REMEMBER WHEN USING *ECLIPSE*

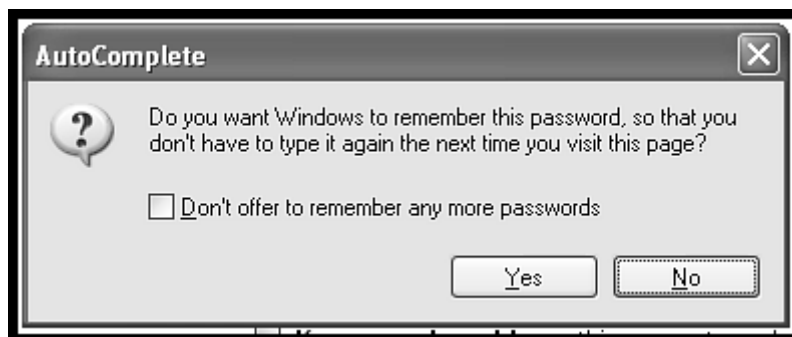
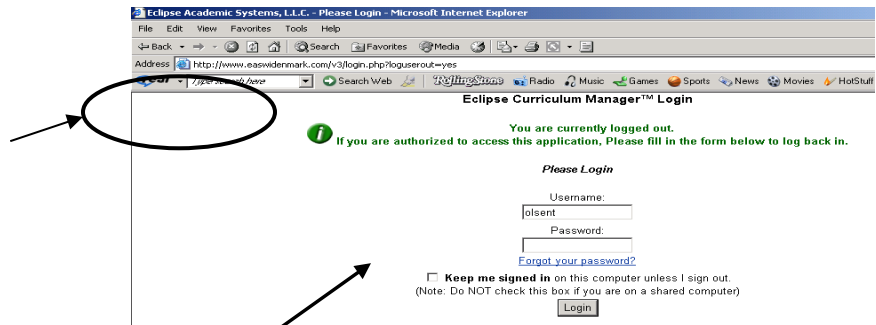
- Eclipse is web-based, so you can access it on any computer that has an Internet connection.
- Because it is web-based, the screen sometimes “jumps” as it updates information.
- Your username and password are the same as one another. (first four letters of your first name + first four letters of your last name, like our email) You may change your password, but you don’t have to.
- **YOU MUST SAVE EACH SCREEN BEFORE YOU EXIT OUT OF THE PROGRAM.**
- Once you are done entering any new information and you are done with the unit, save it by clicking on the save unit button. Log off the website and close Internet Explorer.
- EVERYTHING CAN BE FIXED - don’t be held back by fear of making a mistake
- Use collaboration to your advantage!
 - See “workgroups” information: within each unit in the workgroup, you can “email workgroup” to share information, upgrades, etc.
- Integrate Instructional Technology standards!
- Use “manage personal digital resources” to link resources and documents you repeatedly use for curriculum development
- Login information is case sensitive; check the caps lock!
- Don’t use the “save to your computer” option unless you are working on your computer!

ACCESSING ECLIPSE CURRICULUM MANAGER

LOGGING IN

1. Open Internet Explorer.
2. Enter the Eclipse website in the address bar
<http://hssd.eclipsesecure.com>
OR
Access Eclipse from “staff resources” on the HSSD homepage
3. Enter your username
(first four letters of your first name and first four letters of your last name;
like our email address)

Enter your password (first four letters of your first name and first four letters of your last name;
like our email)
4. Click “Login”



You do not want Windows to remember this password!

Also; do not select “**Keep me signed in** on this computer unless I sign out.”

ENABLING COOKIES

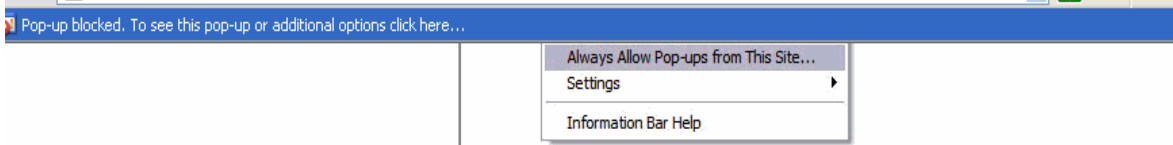


fig. 2 - "Always Allow Pop-ups from This Site..." menu option.

3. Next, a box will appear in the middle of your screen. Click on the "Yes" button to confirm Pop-ups will be allowed (fig. 3).

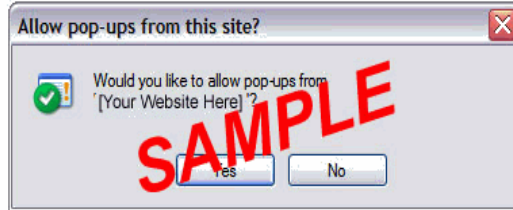


fig. 3 - Click "Yes" when this box appears to allow Pop-ups

4. Finally, the page will reload and you can use your username and password to login.

If you are NOT using Windows XP with Service Pack 2, you may have a third party program that is blocking Pop-ups.

Common examples are Antivirus programs or browser toolbars such as the Google Toolbar. Please refer to the user manuals for these products to al

A. Go to the "pop up blocked" bar at the top of the page and click

B. Then, select "always allow pop ups from this site"

When you login for the first time, you will be asked to change your password:

- Type in your current password (first four letters of your first name and first four letters of your last name; like our email)
- Type in your new password on the next two lines
- Click "Save Account Information"

If your username or password doesn't work, check with Sarah Robenhorst
sararobe@hssd.k12.wi.us

OR

select "[click here for further help](#)" to have your password sent to you through email.

Login help movie:

<http://www.eclipseacademic.biz/v3helpfiles/login.swf>

The first time you try to login to Eclipse, a page like this will appear.

COURSES

The screenshot shows a web browser window titled "Eclipse Academic Systems, L.L.C. - Courses - Microsoft Internet Explorer". The address bar shows the URL "http://hssd.eclipsesecure.com/v3/main/courses/courses.php". The application header includes navigation buttons: "Courses", "Reports", "Admin", "Help", "Account Info", and "Login/Logout". Below the header, the page title is "Courses". A sub-header indicates "Active Courses - andrea thirywenz".

Course Name	School(s)	Subject	Grade / Grade Range	Grade (s)	Last Updated	Linked Master Last Updated		
(2nd grade science Workgroup) 2nd Grade Science	Forest Glen Elementary School, Howard Elementary School, Meadowbrook Elementary School, Suamico Elementary School	Science	Second Grade	Second Grade	September 28th, 2006	September 28th, 2006 (comparison report)	Editable Map	Course Management
2nd Grade Science	Forest Glen Elementary School, Howard Elementary School, Meadowbrook Elementary School, Suamico Elementary School	Science	Second Grade	Second Grade	September 28th, 2006	September 28th, 2006 (comparison report)	Editable Map	Course Management

On the next screen, the courses you have been associated with will appear.

The majority of the work we will do on curriculum maps will be completed at the “workgroup” level. If you would like a copy of the maps to use in your own account (you can make changes and modifications without changing the version everyone else sees), contact Sarah Robenhorst.

The work group map may be changed by work group members.

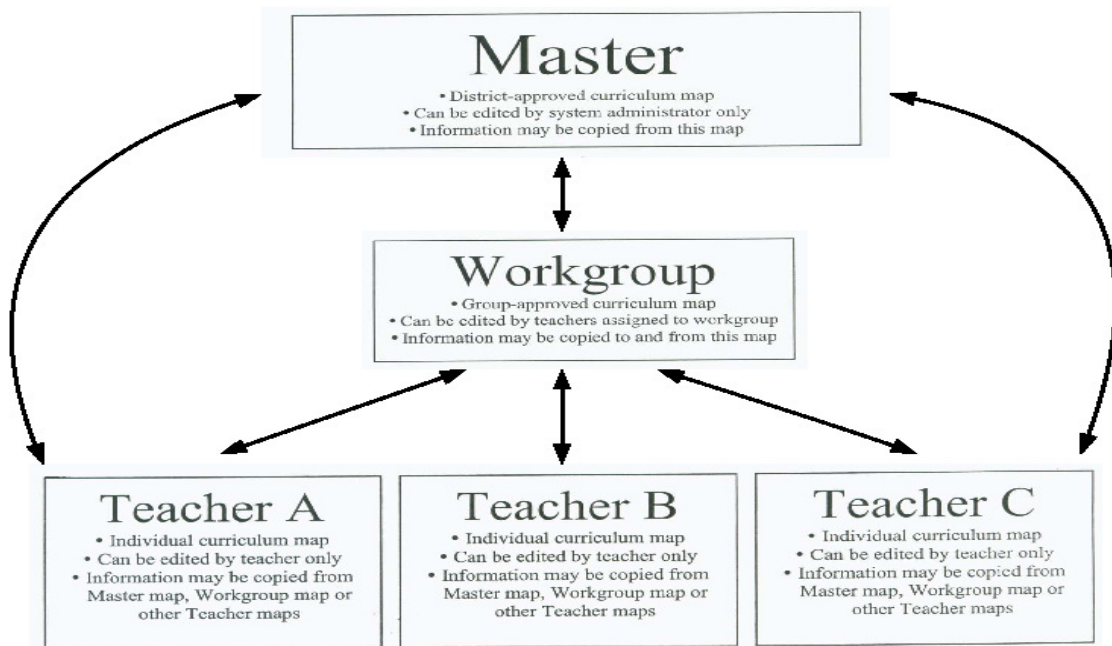
Once the workgroup agrees to the maps developed for a course, they will be made into “master maps” for all to view.

Work Groups

We are aiming to develop “master maps” that all stakeholders may access and utilize.

You will help to build these “master maps” as you develop your own map, and participate in a workgroup map.

With the consensus of the workgroup, the “master map” will be created.



Course Management

1. From the “courses” view, choose the course you would like to work on.
2. under the boxes “course information” and “course specific reports” is a box titled “unit information” From here, you can do 4 key things:
 - email your workgroup
 - drag and drop curriculum content from another course
 - back up current course content
 - unit easy entry

EMAIL YOUR WORK GROUP

You can share the work or present state of the map with any or all of the other teachers in the workgroup.

DRAG AND DROP CURRICULUM

If there is a unit from another course or grade level that should also be applied in the course you are working, you can open the course in which it exists “source” and copy the materials into the course you are developing “target”.

BUILDING UNIT MAPS - Unit Easy Entry

If you are beginning a unit “from scratch”, the unit easy entry method is the best way to record a lot of information at once.

There is one opportunity to see all of the dialog boxes open at one time for a unit. From that point on, one will need to open all of the individual elements to make modifications and revisions piece by piece in the course management view or the HSSD curriculum map view.

BUILDING UNIT MAPS - Course Management view

You can use the course management view as well

Click on the “course management” option of the course in which you would like to work, and follow the instructions for each segment of the course and unit you would like to refine.

ONLINE HELP MOVIE

<http://www.eclipseacademic.biz/v3helpfiles/addunit.swf>

ADDITIONAL COURSE INFORMATION:

THIS SECTION WILL CONTAIN INFORMATION ABOUT:

- Sample curriculum map
- Operating interface options:
 - COURSE MANAGEMENT view
 - “Howard-Suamico Curriculum Map” view
 - UNIT EASY ENTRY view
- Linking benchmarks, standards, and the WKCE-CRT
- Vocabulary
- Resources
- Assessments
- Essential Questions
- Learning Targets

Sample Howard - Suamico Curriculum Map

Use the “sample curriculum map” as a reference to guide the development of each area.

E:\COMMON\Curriculum-Instruction-Assessment\eclipse

Unit of Instruction Title: Sample		Duration: How much time is devoted to this unit? In what month does it begin? Is it throughout/infused in the course?
Benchmarks: (assessments are linked to these) <ul style="list-style-type: none"> • Pull these from the Intent Documents or other benchmark documents • Include any technology benchmarks that are assessed; access through E drive 		
Essential Questions: (we will focus on these later in the year, but feel free to try them!) <ul style="list-style-type: none"> • Think about this: If students were to forget everything else you taught them about this topic, what is the one understanding you would like them to hold on to? • What questions might guide them to building this understanding you hope them to always have from this learning experience? • These help to frame the unit and keep the main ideas in the forefront; depth over breadth <ul style="list-style-type: none"> ○ it requires more than recall or reproduction of a skill; ○ it has an educative component; that is, the student will learn from attempting to answer it and the teacher will learn about the student from the attempt; ○ it is, to some extent, open; that is, there may be several acceptable answers 		
Learning Targets: Content/Concepts (what students should know/understand) <ul style="list-style-type: none"> • Content/concepts • vocabulary 	Learning Targets: Skills (what students should be able to do) (verbs from Bloom's Taxonomy) <ul style="list-style-type: none"> • Skills (verbs; use Bloom's taxonomy) 	Assessments (nouns)(linked to benchmarks) <p>Look for balance</p> <ul style="list-style-type: none"> • Teacher observation • Benchmark assessment • Unit test • Oral retelling • Venn diagram • Book report • Story map • Writing prompt
Instructional Resources: Do not list page numbers. Cite titles of resources including videos, textbooks, websites, etc.		
Notes/Comments: Note other things one should think about as the unit is developed; may be FYI for teachers who are implementing this, or notes to yourself		

Operating Interface Options

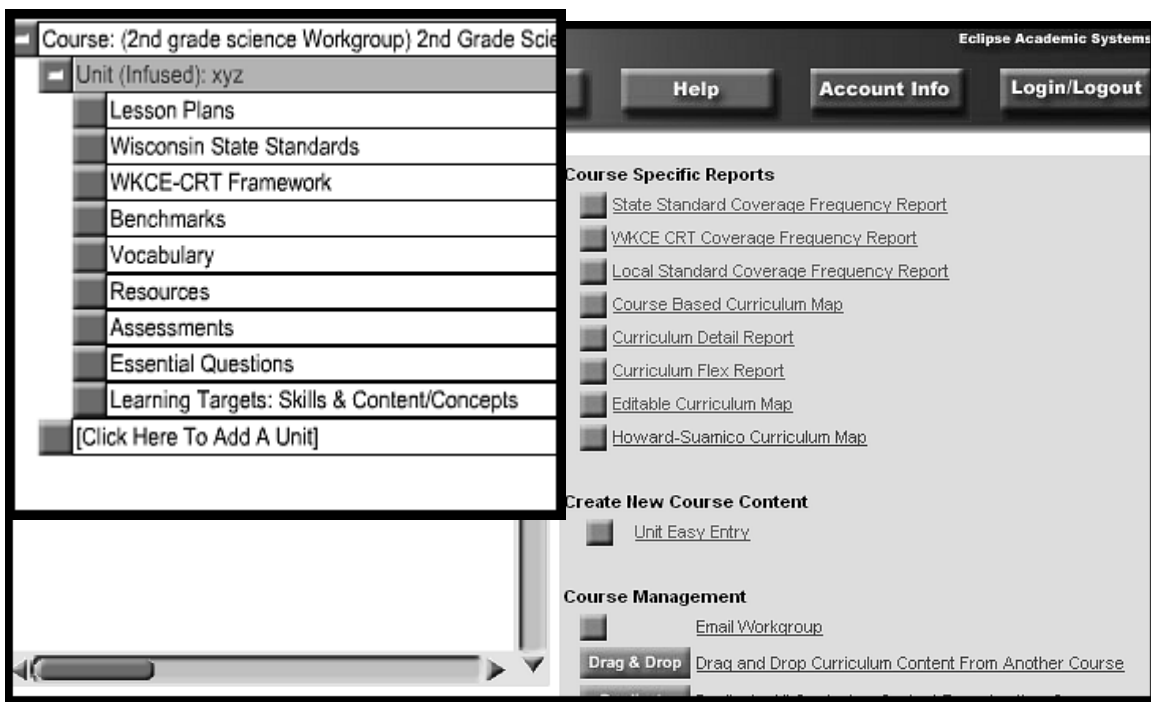
First, choose your operating interface.

COURSE MANAGEMENT view
“Howard-Suamico Curriculum Map” view
UNIT EASY ENTRY view

At this point, there are three options for entering the remainder of your course information:

COURSE MANAGEMENT VIEW

1. You may use the course management option, and work from this screen by expanding the list on the left. Click on the blue “+” signs to expand the options, and on the bars to select the appropriate options.



HOWARD-SUAMICO CURRICULUM MAP VIEW

2. You may choose to use the “Howard-Suamico curriculum map” interface to enter your course information. This is a familiar format if you have worked on building curriculum maps in the past.

The screen you will work from with this option will look like this:

The screenshot shows a web browser window titled "Eclipse Academic Systems, L.L.C. - Howard-Suamico Curriculum - Microsoft Internet Explorer". The address bar shows the URL: <http://hssd.eclipsesecure.com/v3/main/reports/doeswihssdcurricmap.php?fromcourse=yes&TopT1=1>. The main content area displays the curriculum map for "(2nd grade science Workgroup) 2nd Grade Science".

Teacher Course:	Grade:	Subject(s):	Unit/Concept:	Month(s):	Unit Time
(2nd grade science Workgroup) 2nd Grade Science	Second Grade	Science	xyz	Infused	none

Below the table, there are several sections with links to add more information:

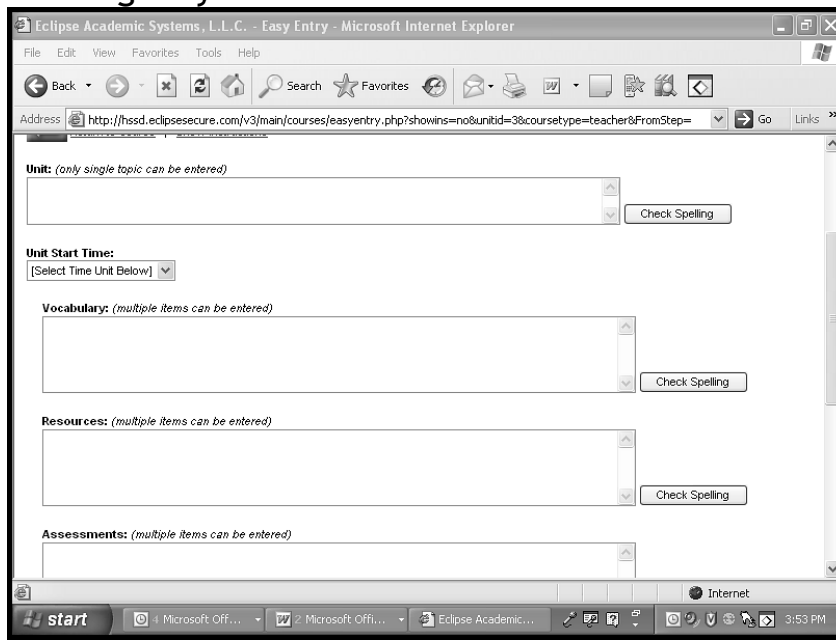
- [Add Benchmarks](#)
- Benchmarks:**
There are no benchmarks entered for this unit
- [Add Essential Questions](#)
- Essential Questions: (optional)**
- | Vocabulary | Learning Targets: Skills & Content/Concepts
(Skills = what students should be able to do. Content/Concepts = what students should know/understand) | Assessments |
|--------------------------------|---|--------------------------------|
| Add Vocabulary | Add Learning Targets: Skills & Content/Concepts | Add Assessment |
- [Add Instructional Resource](#)
- Instructional Resources:**
- Notes/Comments:**
[click here to add](#)

There are links under each element from which you can enter detail. Click on these titles to edit the map from this view.

UNIT EASY ENTRY VIEW

3. You may also work from the “Unit Easy Entry” feature to build your course information

It will give you a work screen that looks like this:



From this view you will be unable to reference benchmarks, standards and the WKCE-CRT document.

SELECTING STANDARDS/BENCHMARKS (from the course management view)

1. Click on the plus sign next to your unit name to expand it.
2. Click on the benchmark choice.
3. Select the Content area, and grade level.
4. Then click on "List Standards".
5. The standards will appear. To select standards, click on the check box preceding the benchmarks you want.
6. When you have checked all the benchmark you need, scroll to the bottom and click "Save Standards and Benchmarks".
7. To add standards from multiple subject areas, repeat steps 3-6 for each subject area.
8. Repeat steps 2-7 to reference state standards in your area (when appropriate), and WKCE-CRT frameworks (in math, reading and science) and Information and Technology Literacy Standards

Standard/ Local Benchmark Num	Standard/ Local Benchmark Description
Science - Earth & Space Science	
<input type="checkbox"/> 3-1a.	Explain that when liquid water disappears, it turns into gas (vapor) in the air and can reappear as a liquid when cooled.
<input type="checkbox"/> 3-1b.	State that clouds, like fog and steam from a kettle, are made of tiny droplets of water.
<input type="checkbox"/> 3-1c.	Describe the major differences between fresh and ocean waters.
<input type="checkbox"/> 3-1d.	Investigate that chunks of rocks come in all sizes, from boulders to grains of sand and even smaller.

Please note: There are slight differences in the wording of the buttons between the three types of standards/benchmarks, but the process is the same. Contact Andrea Thiry-Wenz andrthir@hssd.k12.wi.us 662.7825 if you have questions.

ONLINE HELP MOVIE:

Standards:

http://www.eclipseacademic.biz/v3helpfiles/state_standards.swf

benchmarks:

<http://www.eclipseacademic.biz/v3helpfiles/benchmarks.swf>

ENTERING LEARNING TARGETS: CONTENT/CONCEPTS, SKILLS, AND ESSENTIAL QUESTIONS

1. Click Content/Concepts
2. On the right side of the screen, enter the content/concepts for the unit.
3. Click Save Content/Concepts.

4. Repeat Steps 1 - 3 replacing Skills or Essential Questions for Content/Concepts. The data entry box that will appear will be relatively the same for each option.

ONLINE HELP MOVIE:

http://www.eclipseacademic.biz/v3helpfiles/essential_questions.swf

ENTERING ASSESSMENTS

1. Click on the Assessments category. Click to Add an Assessment.
2. On the right, title the assessment. Choose an assessment type in the drop down list. (Explanation for each assessment is provided under the Save Assessment button.)

The screenshot shows the Eclipse Curriculum Manager interface. At the top, there's a navigation bar with buttons for Courses, Reports, Admin, Help, Account Info, and Log Out. Below this, the main content area is divided into two panes. The left pane shows a tree view of the course structure for 'Tech Know', including units, lesson plans, standards, content, resources, and assessments. The right pane is titled 'Assessment' and contains the following fields and buttons:

- Assessment:** A text input field containing 'Greeting Skit'.
- Check Spelling:** A button.
- Assessment Type:** A dropdown menu with the text '[Select Assessment Type Below]'.
- Save Assessment:** A button.
- Assessment Explanations:** A section with text explaining various assessment types: Portfolio with Scoring Rubric or checklist; Constructed Response: Short Answer or Checklist Interview or Personal Conference with Rubric or Checklist; Observation with Scoring Rubric or Checklist; Performance Assessments with Scoring Rubric (running speech or experiment); Selected Response: TF, Multiple Choice, or Matching.
- Course Management:** A section with a button labeled 'Return to Course Information'.

3. Click save Assessment.

ONLINE HELP MOVIE:

<http://www.eclipseacademic.biz/v3helpfiles/assessments.swf>

ENTERING RESOURCES

1. Click on Resources.
2. On the right, type a resource description.
(examples: book title, website address, magazine article title, CD-ROM, etc.)
3. Select the resources type from the drop down list.
4. Enter a description. (any notes you have about the resource)
5. Click Save Resource.

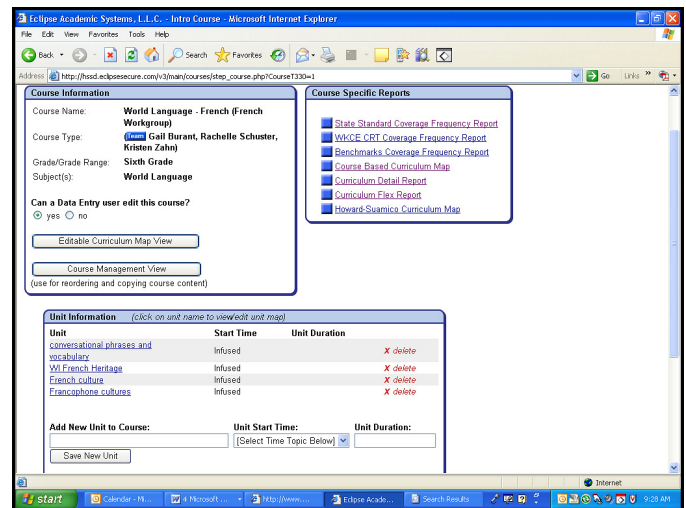
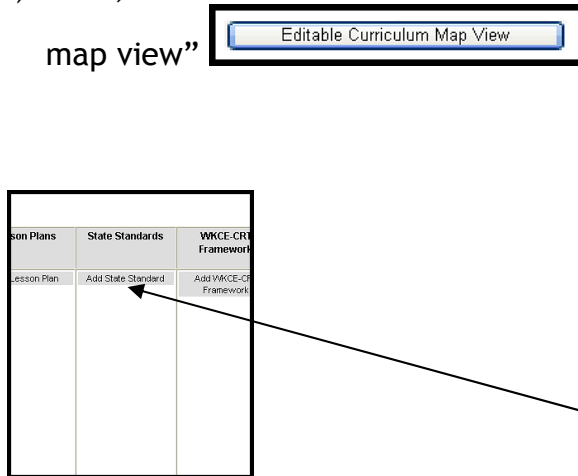
The screenshot shows a web browser window with the title "Eclipse Academic Systems, L.L.C. - Course Update Menu - Microsoft Internet Explorer". The address bar shows the URL: <http://www.easwidemark.com/v3/main/courses/coursesframeset.php?SelectedCourseID=73&SelectedCourseType=master&ViewOnly=no>. The page features a navigation bar with buttons for "Courses", "Reports", "Admin", "Help", "Account Info", and "Login/Logout". The main content area is titled "Eclipse Curriculum Manager™" and "Eclipse Academic Systems, L.L.C.". On the left, a tree view shows the course structure for "Master Course: 4th Grade Math", including units for September, October, November, and December. The "Resources" link under the September unit is selected. On the right, the "New Resource" form is displayed, with tabs for "New Resource" and "Add Existing Resource". The form includes a text input for "Enter New Resource Description (required)", a "Check Spelling" button, a "Resource Type (required)" dropdown menu, and a "Supplemental Resource Description" text input. At the bottom, there is a "Course Management" section with a "Return to Course Information" link and a copyright notice: "Copyright 2001-2004 - Eclipse Academic Systems, L.L.C."

ONLINE HELP MOVIE:

<http://www.eclipseacademic.biz/v3helpfiles/resources.swf>

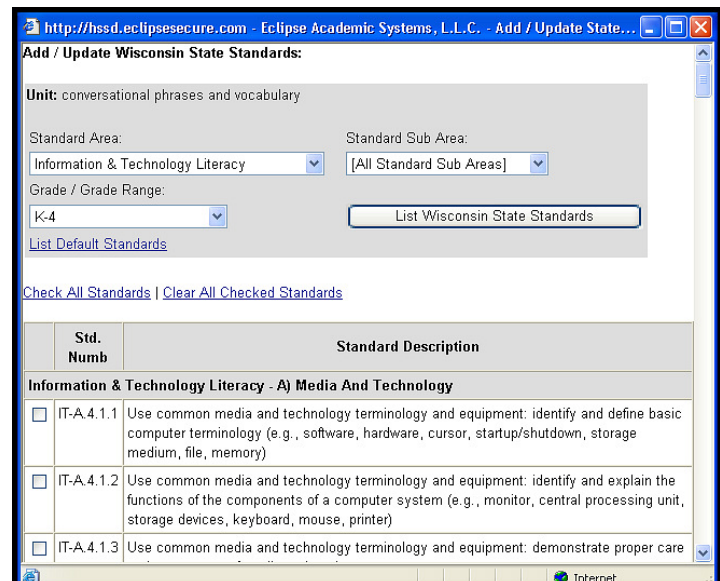
To link technology benchmarks to Eclipse curriculum maps:

- 1) Go to the main page of your course (this is where it lists all of your units)
- 2) Here, select “editable curriculum map view”



- 3) From this view, move to the state standard column, and select “add state standard”

- 4) Now, select Information & Technology Literacy from the Standard Area drop-down menu, select the appropriate grade/grade range from the drop-down menu, check the boxes of the appropriate standards (use the HSSD K-12 Grade Level Expectations for Technology Integration sheets for help) and select save.



HELPFUL RESOURCES:

Please find attached:

- A printed copy of the sample curriculum map
- A list of reports available from Eclipse

OTHER TIPS:

- “manage personal digital resources” is a button/option you may come across. At this point you can link to any materials you regularly use for curriculum development - and have them digitally handy for your work
- “editable curriculum map” will reflect a collection of information that is intended for a more broad view
- There are a lot of features and options we will worry about in the coming years, as our proficiency grows.
- You can link to a very handy “Blooms Taxonomy” website from the sample curriculum map

HOW TO view curriculum work in Eclipse

1) Log-in to the Eclipse website

*see page 2 of the user manual***OR***use the HSSD links: www.hssd.k12.wi.us - Teacher/Staff – staff resources – Eclipse curriculum login*

2) Select courses you would like to view

Active Master Courses	Workgroup courses	“Find Master and Teacher Courses”
<p>If a course you are associated has reached the level of curriculum development of “master” you can open the course here by clicking on its name.</p> <p>If you teach this course, and you would like to create your own “sandbox” version (only you can see and change without affecting any other maps), click on the name of the course.</p>	<p>If you are a member of a curriculum team, you have viewing rights for all of the curriculum maps at your grade level.</p> <p>You have the right to change curriculum map content in the area for which you are a team member while that team is working together at an organized Teaching and Learning curriculum meeting.</p> <p>You can create a “sandbox” course for the purpose of making changes and recording ideas as you instruct. Then, you can share these ideas with your workgroup via email, or at the next Teaching and Learning curriculum meeting.</p> <p><u>It is expected that as a professional and a member of a curriculum team you will not change the maps of another workgroup of which you are not a member.</u></p>	<p>Use the drop down boxes to select the curriculum you would like to see.</p>
<p align="center">HOW TO CREATE A “SANDBOX” VERSION OF THE CURRICULUM <i>Only you can make changes to content in your own “sandbox” account.</i></p>		
<p>After you click on the name of the course you would like to copy from, scroll to the bottom of the page where the “course management” selection box appears. Select “duplicate all curriculum content from another course” if you want all of the content or “drag and drop curriculum content from another course” if you only want some of what exists in another course.</p> <p>Use the drop-down selection boxes to choose the course from which you would like to copy content.</p> <p>Check the box of the course you want to copy material from, scroll to the bottom of the page and select “duplicate course content”</p> <p>A dialog box will appear stating “Before duplicating the course content, all the curriculum content will be deleted from the target course. Do you still wish to continue?” Your ‘sandbox’ course has no content yet. Select “OK”.</p> <p align="right"><i>(see user manual page 9)</i></p>		

If you cannot access curriculum that is appropriate to you contact Sarah Robenhorst at 662.7826 or sararobe@hssd.k12.wi.us